## Family Literacy Event Budget Planning Worksheet

Name:	
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Anticipated Expenses:	Anticipated Income:
1. Office/Overhead: \$	1. Available Funds: \$
2. COMMUNICATIONS: \$	2. Grants: \$
3. FACILITIES: \$	
4. HOSPITALITY: \$	
5. Decorations: \$	_ 5: \$
6. FOOD SERVICE: \$	_ 6: \$
7. ACTIVITIES: \$	_ 7: \$
8. Prizes/Incentives: \$	_ 8: \$
9. Honorariums: \$	_
10. THANK YOU GIFTS: \$	
11: \$	-
12: \$	-
13: \$	-
14: \$	-
TOTAL: \$	_